

MICROSOFT 365 ADMINISTRATOR (MS-102T00-A)

"Master Microsoft 365 administration to manage, secure, and optimize cloud productivity environments"

Schedule

Date	Venue	Fees (Face-to-Face)
15 - 19 Nov 2026	Riyadh, KSA	USD 3495 per delegate

► **Available delivery methods:** Face-to-Face & Online Training

Introduction

Microsoft 365 is a leading cloud-based productivity platform, and effective administration is essential to maximize its benefits for organizations. This 5-day face-to-face training provides participants with comprehensive knowledge and hands-on experience to manage Microsoft 365 services, including security, compliance, user management, and collaboration tools.

The program combines theoretical instruction with practical labs, case studies, and interactive discussions, enabling participants to apply concepts in real-world scenarios. By the end of the course, attendees will be proficient in administering Microsoft 365 environments, securing data, and supporting organizational productivity effectively.

Objectives

By the end of this course, participants will be able to:

- Manage Microsoft 365 identities and roles efficiently.
- Implement and manage security and compliance solutions.
- Configure and manage Microsoft 365 services such as Teams, Exchange Online, and SharePoint Online.
- Monitor and troubleshoot Microsoft 365 performance and issues.
- Prepare for Microsoft 365 Administrator certification and real-world administration tasks.

Why Attend

- Gain in-depth knowledge of Microsoft 365 administration.
- Learn hands-on skills to manage identities, security, and compliance.
- Improve organizational productivity and collaboration.
- Prepare for Microsoft 365 Administrator certification (MS-102T00-A).
- Network with IT professionals and share best practices.

Target Audience

This program is designed for:

- IT administrators and system engineers responsible for Microsoft 365.
- Security and compliance officers managing cloud services.
- IT support staff involved in deployment, configuration, and management of Microsoft 365.
- Professionals preparing for Microsoft 365 Administrator certification.

Individual Benefits

Key competencies that will be developed include:

- Mastery of Microsoft 365 administration and management.
- Skills in identity, access, security, and compliance management.
- Ability to configure, monitor, and troubleshoot Microsoft 365 services.
- Knowledge to implement best practices for cloud productivity environments.

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Improved management and security of Microsoft 365 environments.
- Enhanced productivity and collaboration within the organization.
- Streamlined user and service administration for efficiency.
- Reduced operational risks related to cloud services.

Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings - Microsoft 365 administration concepts, security, and compliance frameworks.
- Case Studies - Real-world Microsoft 365 deployment and administration scenarios.
- Workshops - Hands-on labs for managing users, services, and security configurations.
- Peer Exchange - Group discussions on challenges and best practices.
- Tools - Administrative templates, scripts, and checklists for Microsoft 365 management.

Course Outline

Detailed 5-Day Course Outline

Training Hours: 9:00 AM – 5:00 PM Daily Format: 3–4 Learning Modules | Coffee Breaks & Lunch included

Day 1: Microsoft 365 Fundamentals and Identity Management (09:00 – 04:00)

Module 1: Overview of Microsoft 365 Administration (09:00 – 11:00)

- Introduction to Microsoft 365 services, roles, and responsibilities.

Module 2: Identity and Access Management (11:15 – 01:00)

- Managing Azure AD, user accounts, groups, and roles.

Module 3: Security and Compliance Basics (02:00 – 04:00)

- Overview of Microsoft 365 security and compliance solutions.

Day 2: Managing Microsoft 365 Services (09:00 – 04:00)

Module 4: Exchange Online Administration (09:00 – 11:00)

- Mailbox management, policies, and configuration.

Module 5: SharePoint Online and OneDrive Administration (11:15 – 01:00)

- Managing sites, storage, permissions, and collaboration features.

Module 6: Teams Administration and Collaboration (02:00 – 04:00)

- Configuring Teams, channels, policies, and integrations.

Day 3: Security and Compliance Management (09:00 – 04:00)

Module 7: Threat Protection and Identity Security (09:00 – 11:00)

- Implementing MFA, Conditional Access, and security monitoring.

Module 8: Compliance Management and Data Governance (11:15 – 01:00)

- DLP, retention policies, and audit reporting.

Module 9: Hands-on Security Labs (02:00 – 04:00)

- Practical exercises on securing Microsoft 365 environments.

Day 4: Monitoring, Troubleshooting, and Optimization (09:00 – 04:00)

Module 10: Service Monitoring and Reporting (09:00 – 11:00)

- Tools and techniques to monitor service health and performance.

Module 11: Troubleshooting Microsoft 365 (11:15 – 01:00)

- Diagnosing and resolving common issues and incidents.

Module 12: Optimization and Best Practices (02:00 – 04:00)

- Enhancing performance, collaboration, and operational efficiency.

Day 5: Exam Preparation and Review (09:00 – 04:00)

Module 13: Certification Exam Preparation (09:00 – 11:00)

- Sample questions, exam strategy, and review.

Module 14: Recap and Case Studies (11:15 – 01:00)

- Application of Microsoft 365 administration concepts in real-world scenarios.

Module 15: Action Planning and Q&A (02:00 – 04:00)

- Developing practical action plans and addressing participant questions.

Certification

Participants will receive a Certificate of Completion in Microsoft 365 Administrator (MS-102T00-A), validating their expertise in Microsoft 365 administration, security, compliance, and readiness for certification.

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